



- PUBLIC
- INDEPENDENT

**NEW PROGRAM PROPOSAL FOR ROUTINE REVIEW**

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*When finished, please save and email to: [he.academicprogramactions@dhe.mo.gov](mailto:he.academicprogramactions@dhe.mo.gov)*

**Sponsoring Institution:**

**Program Title:** MPA in Public Administration

**Degree/Certificate:** MPA-Master of Public Administration

**If other, please list:** Master of Public Administration

**Options:**

**Delivery Site:** Main Campus of Harris-Stowe State University and On-Line

**CIP Classification:** 44.0401

**Implementation Date:** 8/19/2020

**Is this a new off-site location?**  Yes  No

**If yes, is the new location within your institution's current CBHE-approved service region?**

*\*If no, public institutions should consult the comprehensive review process*

**Is this a collaborative program?**  Yes  No

*\*If yes, please complete the collaborative programs form on last page.*

**CERTIFICATIONS**

- The program is within the institution's CBHE approved mission. *(public only)*
- The program will be offered within the institution's CBHE approved service region. *(public only)*
- The program builds upon existing programs and faculty expertise
- The program does not unnecessarily duplicate an existing program in the geographically-applicable area.
- The program can be launched with minimal expense and falls within the institution's current operating budget. *(public only)*

**AUTHORIZATION**

|                                     |           |          |
|-------------------------------------|-----------|----------|
| Dr. Dwyane Smith, Provost           |           | 7/2/2019 |
| Name/Title of Institutional Officer | Signature | Date     |

## PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

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Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below.

Quantification of performance goals should be included wherever possible.

### 1. Student Preparation

- Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.

**None**

- Characteristics of a specific population to be served, if applicable.

**The primary target audience for the MPA program with three concentrations will be full-time, part-time traditional age students, and working adults. The program seeks to serve underserved populations including ethnic minorities and those individuals without access to graduate programs due to financial limitations.**

### 2. Faculty Characteristics

- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.

**All faculty teaching in the graduate program have attained terminal degrees in their relevant fields; please see attached document entitled: "MPA Faculty CV's ".**

- **Fourteen full-time and part-time faculty will be employed in this program. The number and type of faculty is sufficient to support the program. The university plans to hire four full-time faculty for the graduate program and has budgeted for the expenses of those hires. Moreover, the University plans to hire additional full-time faculty as enrollment grows.**
- Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.

**Eighty-five percent of the program courses will be taught by full-time faculty. Full-time faculty all holding terminal degrees within the field of study.**

- Expectations for professional activities, special student contact, teaching/learning innovation.

**The program offers a capstone option, which gives the student the option of an internship, a competency exam, and/or a thesis paper. The internship option will allow the student to be fully immersed in a professional environment in which practical work experience will be gained.**

### 3. Enrollment Projections

- Student FTE majoring in program by the end of five years.

**40**

- Percent of full time and part time enrollment by the end of five years.

**By the end of five years, we project that 23 to 25 percent of the enrolled students will be part-time, which equates to 83 to 85 percent of**

#### **STUDENT ENROLLMENT PROJECTIONS**

| <b>YEAR</b>  | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|--------------|----------|----------|----------|----------|----------|
| Full Time    | 10       | 15       | 20       | 25       | 30       |
| Part Time    | 2        | 3        | 5        | 6        | 7        |
| <b>Total</b> | 12       | 18       | 25       | 31       | 37       |

**Potential majors were identified through and analysis of student enrollment projections for 2019-2020. There are currently 19 major programs offered at HSSU, and a student body of approximately 1800, with a freshman class of over one quarter of students annually. The program anticipates capturing a proportional share (5%) of graduating seniors by the second and third years, with a leveling off of part-time majors after year two.**

**A beginning cohort of 10 fulltime students and 2 part-time (non-cohort) students will be admitted in the fall semester. The program course work will be delivered via face-to-face, on-line, and hybrid instructions. Classes are offered weekdays, evenings, and weekends. Implementation of varied instructional delivery will ensure greater efficiency and utilization of resources including full-time and part-time faculty while assuring optimal program quality. The strategic planning process will continuously monitor the growth of the MPA program and varied resources, and planned budget will be adjusted accordingly.**

#### **4. Student and Program Outcomes**

- Number of graduates per annum at three and five years after implementation.  
**15**
- Special skills specific to the program.  
**Non-Applicable**
- Proportion of students who will achieve licensing, certification, or registration.  
**Non-Applicable**
- Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.  
**Non-Applicable**
- Placement rates in related fields, in other fields, unemployed.  
**Non-Applicable**
- Transfer rates, continuous study.

**Non-Applicable**

**5. Program Accreditation**

- Institutional plans for accreditation, if applicable, including accrediting agency and timeline. If there are no plans to seek specialized accreditation, please provide rationale.  
**The university will seek accreditation from the Higher Learning Commission; accreditation timeline is for the Summer/Fall of 2019-2020.**

**6. Program Structure**

A. Total credits required for graduation: **36**

B. Residency requirements, if any:  
**None**

C. General education: Total credits:  
**Not Applicable**

*Courses (specific courses OR distribution area and credits)*

| Course Number | Credits | Course Title                            |
|---------------|---------|---|
| RM 0501       | 3       | Introduction to Research Methods        |
| RM 0502       | 3       | Intermediate Topics in Research Methods |
| POSC 0510     | 3       | Policy Analysis                         |
| POSC 0512     | 3       | The Policy Process                      |
| POSC 0514     | 3       | Law & Regulatory Policy                 |
| PADM 0511     | 3       | Public Administration                   |
| PADM 0512     | 3       | Human Resource Management               |
|               |         |   |
|               |         |   |
|               |         |   |

D. Major requirements: Total credits: 27

| Course Number | Credits | Course Title                                       |
|---------------|---------|--|
| RM 0503       | 3       | Advanced Research Methods                          |
| POSC 0516     | 3       | Political Geography (Geographical Analysis GIS)    |
| POSC 0517     | 3       | Health Care Policy                                 |
| ECON 0501     | 3       | Introduction to Econometrics                       |
| ECON 0502     | 3       | Intermediate Econometrics                          |
| PADM 0517     | 3       | Non-Profit Management                              |
| PADM 0516     | 3       | Legal and Ethical Aspects of Health Administration |
| PADM 0521     | 3       | Community Development                              |
| PADM 0522     | 3       | Criminal Justice Policy                            |
| PADM 0523     | 3       | Criminal Justice Management                        |
| PADM 0600     | 3       | Internship   |
| PADM 0610     | 3       | Thesis Project Research                            |
|               |         |  |
|               |         |  |

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

- E. Free elective credits: **9**  
*(sum of C, D, and E should equal A)*
- F. Requirements for thesis, internship or other capstone experience:  
*Yes, optional thesis, internship, or competency exam.*
- G. Any unique features such as interdepartmental cooperation:

**The program has interdepartmental cooperation; specifically, the MBAH Program (Master’s in Health Administration), which is a program offered by the College of Business. A core requirement course, PADM 0512 Human Resources Management is a cross listed course offered by the Business School as MBAH 0545 also titled Human Resources Management. Additionally, the following elective courses are dual courses offered by the business school: MBAH 0520/POSC 0517 Health Policy and Regulations from the Global Perspectives; MBA 0530/PADM 0520 Managerial Finance; MBAH 0525/PADM 0516 Legal and Ethical Aspects of Health Administration.**

**The program also offers interdisciplinary programs in both Criminal Justice Management and Economics: PADM 0522/CRMJ 0510 Criminal Justice Policy; PADM 0523/CRMJ 0511 Criminal Justice Management; ECON 0501 Introduction to Econometrics; and ECON 0502 Intermediate Econometrics.**

**Need/Demand**

**The Master of Public Administration is designed in accordance with the missions of the University and the School of Arts and Science, which is to address the expansion of program offerings to an underrepresented and diverse population. The program also responds to the current level of interest and demand of those who are seeking a career and a graduate degree in public management. Currently HSSU offers undergraduate degrees in Public Administration, Political Science, and Urban Studies. A total of forty-five students are declared majors in the fields. Additionally, HSSU offers an undergraduate major in Criminal Justice, with one-hundred declared majors.**

**The St. Louis Metropolitan region is composed of over one-hundred separate municipalities and four counties. Furthermore, state and local government agencies are headquartered in the near downtown area of St. Louis. Additionally, the three-million plus population of the region is supported by hundreds of non-profit agencies. The thousands of local, state, non-profit, and federal employees are the pool of potential students. Based on current undergraduate offerings, with a conservative estimate of a five percent acceptance rate from matriculating students from the above degree offerings and matched by an initial non-HSSU student acceptance rate the initial forecast of the first semester of the program is for a total of ten full-time students and two part-time students. Utilizing a similar forecast of**

**five-percent annual growth estimates the program is forecast to reach an equilibrium of twenty-five to thirty students by the fifth year of the program.**

**Societal Demand:**

**The proposed MPA at the Institution will primarily provide access to a graduate degree for the residents of the Metropolitan St. Louis area who aspire to enter the graduate field of public administration and are in need of an affordable option. There are several private institutions of higher education that offer a graduate program in public administration. However, Harris-Stowe State University is centrally located near the locus of both regional, local, federal, and state agencies with its central location near downtown St. Louis. Harris-Stowe's central location makes it the viable choice for mid-level public professionals, and the emphasis on both evening and weekend courses makes it the most viable choice for students seeking to advance both their careers and knowledge.**

**Graduates will be prepared for management roles in a wide variety of public fields including local, state, federal, and non-profit management. The program emphasis on policy analysis will prepare graduates for multi-faceted roles as decision makers and managers. Graduates will be able to begin or continue their public careers in management, and the social and civic benefits to the St. Louis area are countless. The program has the potential of developing a cadre of public professionals from an under-represented population, which economic and civic benefits to the area are unmeasurable.**

Student demand

Market demand

Societal demand

I hereby certify that the institution has conducted research on the feasibility of the proposal and it is likely the program will be successful.

***On July 1, 2011, the Coordinating Board for Higher Education began provisionally approving all new programs with a subsequent review and consideration for full approval after five years.***

## COLLABORATIVE PROGRAMS

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- **Sponsoring Institution One:**
- **Sponsoring Institution Two:**
- **Other Collaborative Institutions:**
- **Length of Agreement:**
- **Which institution(s) will have degree-granting authority?**
- **Which institution(s) will have the authority for faculty hiring, course assignment, evaluation and reappointment decisions?**
- **What agreements exist to ensure that faculty from all participating institutions will be involved in decisions about the curriculum, admissions standards, exit requirements?**
- **Which institution(s) will be responsible for academic and student-support services, e.g., registration, advising, library, academic assistance, financial aid, etc.?**
- **What agreements exist to ensure that the academic calendars of the participating institutions have been aligned as needed?**

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